

## **Checklist for Processing New Materials**

### 1. Check in new materials and compare to original order.

\_\_\_\_\_ Check received materials against order paperwork

\_\_\_\_\_ Note titles not received and save for future orders – keep list in file

### 2. For orders that are not vendor pre-processed or for individual titles not received from a vendor (donation, book fair, etc.):

- ☐ Prepare all applicable labels to be placed on titles
- ☐ Pencil price in each title
- ☐ Attach all applicable labels to book spine and cover with protector strips
- ☐ Attach barcode to front of book and cover with protector strip
- ☐ Attach self-adhesive pocket inside back cover, insert borrower's card
- ☐ Attach date-due slip inside back cover
- ☐ Complete donation sticker and attach inside front cover
- ☐ Insert theft detection strip (if applicable)
- ☐ Cover dust jacket with Mylar

### 3. Process materials into the collection

\_\_\_\_\_ Load CD, diskette, or download MARC records from Internet into the System or create original records for each title

\_\_\_\_\_ Check for local call number information

\_\_\_\_\_ Include the price

\_\_\_\_\_ Include the vendor name

\_\_\_\_\_ Check barcode number

\_\_\_\_\_ Check circulation period

\_\_\_\_\_ Add date received

\_\_\_\_\_ Edit MARC record to maximize patron access

(see Copy Cataloging Checklist for more details)

\_\_\_\_\_ Add or delete subjects at 6XX as needed (Must comply with Sears)

\_\_\_\_\_ Add general notes at 500 as needed

\_\_\_\_\_ Add contents note at 505 as needed

\_\_\_\_\_ Add summary at 520

\_\_\_\_\_ Add target audience at 521

\_\_\_\_\_ Add system details note at 538 as needed

\_\_\_\_\_ Add variant title at 246 as needed

4. Stamp with school library stamp
5. Send New Materials Announcement to interested parties
6. Send donation thank you letters if applicable

Based on Bellingham, Washington Public Schools: [www.bham.wednet.edu](http://www.bham.wednet.edu)

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